



Castor
C E Primary School

Castor Crew Before and After School Club

Castor CofE Primary School

Stocks Hill

Castor

PE5 7AY

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Information booklet for
Parents - September 2019

Welcome!

Castor Crew offers childcare outside school hours

During each of our sessions there are 30 places available to children for children who attend Castor C of E Primary School, up to the end of the academic year following their 11th birthday.

We aim to provide a safe and happy environment, where our school values and ethos are maintained.

Staffing

Our provision leaders are Mrs Jan Dummigan and Mrs Angela Merry, both who are long standing Teaching Assistants in school.

We also have other school staff who help us out as and when we required.

Mr Brompton, Headteacher has overall responsibility for the club.

Activities

A range of activities are available for children to choose from which are aimed at encouraging confidence, creativity, independence, co-operation, enjoyment and social interaction.

These change each day and provide a variety of fun, stimulating and interesting opportunities for the children to enjoy inside and outdoors. Activities will take into account the different ages, abilities and interests of children. A space is provided where children can carry out their homework.

Refreshments/snacks

Breakfast is provided at the morning session up to 8.15am, consisting of a choice of cereal, toast and jam, milk and juice. Fresh drinking water is available at all times. Healthy refreshments and drinks will be offered on arrival at the afternoon session. Children are also able to bring a snack from home in a named 'lunch box' which should be handed in at the start of the day to be refrigerated. All food provided complies with 'Food in Schools' standards.

During holiday sessions children will be required to bring a packed lunch with them.

Illness, Medication and First Aid

The school's usual procedures for illness and medication and accidents and emergencies will be followed. Forms for the administration of medicine are available from the school office.

If children are unwell or have an accident parents will be contacted immediately as necessary.

First Aid

There is at least one member of staff who has completed a paediatric first aid course on site at all times. Basic first aid will be given as necessary and recorded in line with school procedures.



Registration, Booking and Payment

Registration: All pupils attending the extended provision must be registered using the Castor Crew Registration Form, which is available from the School Office.

Booking: Forms should give as much notice as possible and will be available in the term before provision is required. Places will be allocated on a 'first come first served basis'. Booking up to the day before is possible but places cannot be guaranteed.

Fees must be paid in advance by BACs (A/c 20991546 Sort Code 20-67-45) or cheque, payable to Castor CE Primary School

It may be possible to pay for the club using Childcare Vouchers – please see Mrs Glossop if you are interested in using this facility.

Invoices will be issued for late collections and must be settled within 7 days of receipt.

Cancellations or missed bookings must be paid for in full, unless your child is ill.

Charges:

Morning - 7.45am to 8.45am: £4

Afternoon - £6 until 5pm, £9 until 6.00pm.

If you have more than one child, then each child will be charged £8 until 6pm. This is a flat fee that will be charged whether or not your child is an after-school club that ends at 4.15pm. Children who are booked to be collected at 5pm will be charged £9 if picked up late.

Additional charge for late pick up (after 6pm): £5 for the first 10 minutes, followed by £1 per child per minute.

We review our fees at least annually, if there are any changes to fees, parents will be notified in writing giving at least 6 weeks notice.



Dropping off and collecting your child

The morning session takes place in the school hall, and children can be dropped off at any time between 7.45am and 8.45am. Children should be brought to the hall entrance at the front of the school and register on arrival with a member of Castor Crew staff.

The after school session is also held in the school hall and children should be collected from the hall outside door. If there is no reply, there is a dedicated door bell in the school foyer.

Absences - The school should be informed of absence in line with usual procedures. No charge will be incurred for provision if children are unwell. Pre-paid missed sessions due to illness will be credited to your account.

Children must be signed out by a parent or nominated person. Staff reserve the right not to release a child if we are in any doubt as to authenticity of the person collecting.

Please inform the club if it is necessary to make other arrangements for the collection of your child, as this avoids any unnecessary upset or confusion.



Code of Conduct

Children will be expected to behave as they do within school and the school's Behaviour Policy will be adhered to.

If children are collected late, after six o'clock for a period of over an hour during one half term then the child will no longer be able to attend the provision.

If invoices are unpaid after a period of 2 weeks from issue then the child will no longer be able to attend the provision

Key Members of staff to know in Castor Crew



Mrs J Dummigan
Castor Crew Provision
Leader and Teaching
Assistant



Mrs A Merry
Castor Crew Provision
Leader and Teaching
Assistant

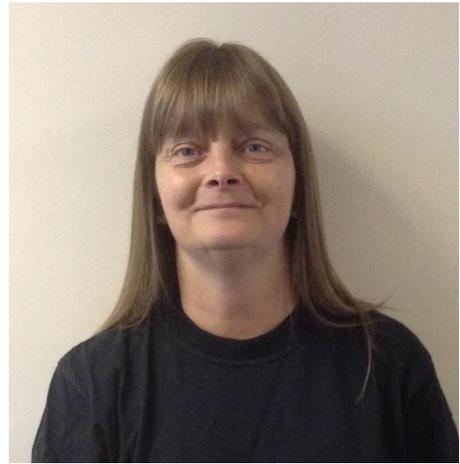
Mr N Brompton
Headteacher



Additional Castor Crew Staff



Mrs D Mennie



Miss A Jeffery

Mrs C Baxter-Edwards
School Secretary



Mrs L Glossop
Finance Manager